

Wisconsin Department of Safety and Professional Services

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PHARMACY EXAMINING BOARD REMOTE DISPENSING SITE NOTICE

Completed form must be submitted to the board prior to operating remote site. “Remote” means a dispensing site not licensed as a pharmacy, not geographical distance or location, i.e. rural v. urban. The remote dispensing site (RDS) is not licensed as a pharmacy, therefore, the RDS may not use or display the title “pharmacy”, “drugstore”, “apothecary”, or any other title, symbol, or insignia having the same or similar meanings, Wis. State Stat. § 450.06(1).

Remote Dispensing Site (RDS):

Name of Contact Person:

Business Telephone Number:

 - -

Business Fax Number:

 - -

RDS: (name or title under which business is operated)

RDS Physical Address: (number, street, city, state, zip)

RDS Mailing Address: (number, street, city, state, zip)

RDS Hours:

Daily: (open – close)

 -

Saturday Hours: (open – close)

 -

Sunday Hours: (open – close)

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- The RDS shall not open for operation if the supervising pharmacy is closed. The RDS may not dispense in the absence of the ability to communicate with the supervising pharmacist pursuant to Wis. Admin. Code § PHAR 7.01 including visual access of prescription orders, labels and dispensed product apply to the RDS.
- The prescription label attached to the RDS container shall contain the name and address of the supervising pharmacy as the licensed facility from which the prescribed drug or device was dispensed, Wis. Admin. Code § PHAR 7.12(g).
- When closed, a RDS shall have a centrally monitored alarm. For all after hour entries the person entering the RDS will record their name, date, time, and purpose for entering the site in a log. All logs will be retained for two (2) years.
- RDS may be “open” to the public provided they are operated as for profit retail. For example, if the RDS drug inventory is purchased at “preferential” prices, then “own use” laws apply.
- If an RDS dispenses a controlled substance, the RDS must comply with DEA requirements, 21 CFR S 1301.12(a).
- An RDS shall submit written notification to the Board 30-days prior to operating the remote dispensing site.

Supervising Pharmacy that is overseeing the Remote site:

- Each RDS must display a sign, easily viewable by customers, that states:
 - a. Prescriptions may be filled at this location.
 - b. This store is a Remote Dispensing Site being supervised by a pharmacist located at:
 - i. Name of store
 - ii. Address of store
 - iii. Telephone number of store
 - c. The pharmacist is required to talk to you, each time you pick up a prescription.

“Supervising pharmacy,” means a licensed pharmacy that oversees the operations and administration of all aspects of the remote dispensing site.

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Choose Types: Pharmacy is a: ☐ Community or ☐ Institutional

Current License # of Supervising Pharmacy:

- 42

Pharmacy DBA Name: (name or title under which business is operated, this must be the name on the pharmacy label)

Business Telephone Number:

- -

Business Fax Number:

- -

Supervising Pharmacy Store Hours:

Daily: (open – close)

-

Saturday Hours: (open – close)

-

Sunday Hours: (open – close)

-

Pharmacy Physical Address: (number, street, city, state, zip)

Pharmacy Email Address

Managing Pharmacist Responsible for Dispensing Site:

(Name Printed)

Current License # of Pharmacist:

- 40

The “Managing pharmacist” at the supervising pharmacy is responsible for all remote dispensing sites connected to the supervising pharmacy.

- According to Wis. Admin. Code § PHAR 7.09(5), the managing pharmacist of the RDS shall:
 - a. Have written policies and procedures for system operation, safety, security, accuracy and access
 - b. Implement an ongoing quality assurance program that monitors performance, e.g., the number of prescriptions dispensed per month, number of medication errors documented, loss/diversion of inventory, and documentation of remedial training to prevent future errors, etc.
 - c. Visit the RDS at least monthly to conduct a controlled substance inventory, to ensure written policies and procedures are being followed, and to ensure the RDS personnel comply with all federal and state laws regulating the practice of pharmacy.
 - d. Retain documentation of the monthly inspection visits at the RDS for two (2) years.
 - e. There is no limit on the number of RDSs a managing pharmacist may manage, however, a pharmacist may supervise no more than one (1) pharmacy intern and four (4) pharmacy technicians engaged in compounding and dispensing activities. Wis. Admin. Code § PHAR 7.01(3).
- RDS pharmacy technician requirements. Pharmacy technicians and interns employed at a remote dispensing site shall satisfy all of the following requirements:
 - a. 18 years of age
 - b. High school graduate or equivalent
 - c. 1,500 hours of working as a technician within the three (3) years prior to the date of employment at the RDS or a training program approved by the Board.
- Interns must meet the qualifications of a technician when working at a RDS and an intern would be considered a technician and not an intern.

I/We declare that the foregoing statements are true and correct to the best of my/our knowledge and belief; the variance applied for is to cover only the pharmacy indicated above and at the location(s) specified; and that I/we will comply with the provisions of the Wisconsin Statutes and the Rules of the Pharmacy Examining Board.

Requestor:

Signature

Title

Printed Name

/ /

Date